

Your Name and Address
Current Date

Neighbour's Name and Address

Dear Neighbour [or their name]

This is a friendly note to make you aware that I am being disturbed by [state nuisance affecting you i.e. light or smoke] from your property [state address]. The [state nuisance] that disturbs me/us/my family is [describe nuisance that affects you]. You may not realise it, but the [state nuisance] is affecting the enjoyment of my/our home,

Please do not take this personally. I just wanted to let you know how your [state nuisance] is affecting me/us and politely request that you [detail what you would like them to do i.e. stop burning damp cuttings as this produces thick smoke, or please move or redirect your security light away from my property].

Please don't hesitate to contact me if you would like to discuss this face-to-face [delete this option if not appropriate].

I found Council's website very useful for advice and information on all matters relating to [state nuisance], at www.brighton-hove.gov.uk.

I look forward to your co-operation.

Yours sincerely